

Medical School Participation Agreement for the Visiting Student Application Service (VSAS®)

Purpose

The AAMC's Visiting Student Application Service (VSAS) is a uniform application service for senior away electives performed at a medical site other than the student's home school. Host institutions will use VSAS to handle their senior away elective applications from eligible applicants (currently defined as applicants from U.S. LCME-accredited medical schools). Prior to each application season, check the VSAS website, <http://www.aamc.org/vsas>, for any eligibility updates.

Participation

U.S. AAMC-member medical schools and full members of the Council of Teaching Hospitals and Health Systems (COTH) are eligible to participate as host institutions in VSAS. Institutions with corresponding COTH memberships require the approval of the dean, or designee, of a U.S. AAMC-member medical school to become eligible to participate as host institutions in VSAS (please contact VSAS for additional details).

The participating institution agrees to:

- Use VSAS to receive visiting student applications from eligible applicants;
- Use VSAS to transmit application decisions to eligible applicants and his/her home school;
- Maintain a separate process for collecting application documents and data only when VSAS does not have the capability to collect such documents and data;
- Maintain a separate process for applications from applicants who are not eligible to use VSAS, if applicable;
- Not charge an application fee to students who apply through VSAS. Institutions are not prohibited from charging processing/handling fees or tuition to students once an offer for an elective has been extended;
- Provide the name and contact information for the authorized Host Institution Primary Contact to AAMC prior to implementation of VSAS at the participating institution's site;
- Provide feedback to the AAMC about how VSAS performs, through activities such as surveys and focus groups;
- Load course catalog data electronically into the VSAS database. Data may include, but not be limited to:
 - Elective Code
 - Elective Name
 - Department
 - Specialty
 - Course Dates
 - Location / Site (if applicable)
 - Duration (in weeks/months)
 - Campus (if applicable);
- Ensure that all course information in VSAS is updated regularly;
- If the participating institution is a medical school, ensure that the institution's data in the AAMC Extramural Electives Compendium (EEC) database is updated regularly;
- Make reasonable efforts to overcome any technical or procedural problems of VSAS that may arise in conjunction with the participating institution's processes and systems, in order to continue using VSAS for the entire current elective catalog year;
- Notify AAMC in a timely manner of technical difficulties so that AAMC may address the issue from the VSAS side;
- Provide access to authorized users only and keep passwords secured; and

- Provide appropriate technical support, including:
 - Soliciting the backing of IT management/senior IT staff at the institution
 - Facilitating the training and education of technical staff on VSAS by AAMC.

The participating institution agrees to pay an annual flat fee of \$500, to be invoiced each fall for the current academic year. AAMC reserves the right to increase the charges to participating institutions in subsequent years.

AAMC Services

AAMC will provide the Visiting Student Application Service software, a web-based application for:

- Host institutions who offer senior electives, to publish their elective schedule and receive, process and track applications.
- Students who apply for those electives, to apply and track offers.
- Home schools that support their students' applications for the away electives, to verify data and track student schedules.

AAMC will make training available to users at participating institutions, which will include classroom training at nationally central locations, such as Chicago and Los Angeles, and on-line training via web cast and web-based tutorials.

AAMC will provide telephone and e-mail support to VSAS users at participating institutions on the setup and daily usage of the VSAS software (9am – 5pm Eastern).

AAMC will communicate any problems to participating institutions in a timely manner and will make all reasonable attempts to resolve those issues or generate a workaround solution.

AAMC will provide diverse ways for participating institutions to provide feedback on the VSAS software and service, including email, online feedback forms, surveys, and user discussion groups.

Institution Costs

Participating institutions agree to incur costs in terms of staff time and other resources, as necessary to use the VSAS service. These include, but are not limited to:

- Allowing staff time and computers to attend online VSAS training courses.
- Incurring travel expenses to enable VSAS users to attend classroom training courses (optional).
- Subsequently training other institutional users.
- Creating logins for other institutional users.
- Working with institutional staff to extract and upload course catalog data into VSAS.
- Completing other system setup and maintenance activities.
- Changing institutional visiting student web sites to reflect the new application process.
- Providing feedback through online surveys, phone interviews, and focus group sessions.
- Redefining former application process workflow to include VSAS and communicating these changes to institutional staff.

Disclaimers

As with any large technology-based service, VSAS may incur technical difficulties from time to time. The participating institution understands that situations may arise where the system may not be fully operational and will be patient and flexible as AAMC works to bring VSAS back on-line.

Ongoing Participation

Host institutions who agree to participate in VSAS will be enrolled as VSAS participating host institutions until the AAMC is notified in writing of the institution’s intention to discontinue use of VSAS. AAMC reserves the right to modify the terms of this agreement and will notify host institutions of any changes.

Host Institution Primary Contact

Please identify below the individual who will act as the “Host Institution Primary Contact” for VSAS at the participating institution. This individual will be identified as the Host Institution Primary Contact to other participating institutions.

Name: _____

Participating Institution: _____

Title: _____

E-Mail Address: _____

I, an authorized representative and signatory, accept the terms of this agreement:

PARTICIPATING INSTITUTION:

ASSOCIATION OF AMERICAN MEDICAL COLLEGES:

Student Affairs Institutional Representative

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Student Records Institutional Representative

Signature: _____

Name: _____

Title: _____

Date: _____

Please fax or mail the completed and signed agreement by December 1, 2009 to:

Melissa Donner
2450 N Street, N.W.
Washington DC 20037
Phone: (202) 862-6002
Fax: (202) 862-6097